



VACANCY ANNOUNCEMENT

The Department of Health has a career opportunity for qualified candidates for the following position:

Title Executive Assistant 1 [Classified Competitive]			Salary Y23 \$62,279.46 - \$88,347.15
Posting Number 410-22	Position Number 950359	Number of Positions 1	Posting Period * From: 04/29/2022 To: 05/13/2022
Location: Office of the Chief State Medical Examiner, Northern Regional Medical Examiner Office (NRMEO) 325 Norfolk Street, Newark, NJ			Scope of Eligibility/Open to: All Departments/State Employees
GENERAL DESCRIPTION			
<p>We are seeking a candidate to support the NRMEO Deputy Chief State Medical Examiner to manage and ensure smooth, proper and efficient office operations and functions related to compliance with the Revised State Medical Examiner Act, State Regulations, Standard Operating Procedures and Protocols. This position will also serve as a liaison to cooperatively work with medical examiners, law enforcement agencies, funeral directors, hospitals, social service agencies, law firms, and family members. Additional responsibilities may include, but not be limited to, management and oversight of the histology department, oversight of morgue technicians, morgue photographers and body release personnel and secondary oversight of maintenance staff. This position will also play a critical role in maintaining adequate 24/7 coverage.</p>			
REQUIREMENTS (EDUCATION / EXPERIENCE / LICENSES)			
<p>EDUCATION: Graduation from an accredited college or university with a Bachelor's degree.</p> <p>EXPERIENCE: Two (2) years of experience in program management with responsibility for planning, organizing, coordinating, staffing, reporting, and budgeting, or in assisting an executive with program development and implementation.</p> <p>NOTE: Applicants who do not possess the required education may substitute additional experience as indicated on a year-for-year basis.</p> <p>NOTE: A Master's degree in Public Administration, Business Administration, Management, or other closely related field may be substituted for one (1) year of experience.</p> <p>LICENSE: Appointees will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.</p>			
IMPORTANT FILING INSTRUCTIONS			
<p>If interested in this position, you can reply in one of two ways:</p> <ul style="list-style-type: none"> • Forward the required documents electronically to: PSTSME@doh.nj.gov • Mail the required documents to: Jill Velez, Administrative Analyst 3 Office of the State Medical Examiner Reference Posting #410-22 New Jersey Department of Health PO Box 360 Trenton, NJ 08625-0360 <p>Required documents:</p> <ul style="list-style-type: none"> • cover letter • resume • completed application, found at: http://www.nj.gov/health/forms/dpf-663.pdf <p><i>* Responses received after the closing date MAY be considered if the position is not filled.</i></p>			

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- *Newly hired employees must agree to a thorough background check that will include fingerprinting.*
 - *If you are a candidate for a position in our Public Health and Environmental Laboratories, you may be subject to pre- and /or post-employment alcohol and drug testing.*
 - *If you are a candidate for a position that involves direct client care in one of the State facilities/programs, you may be subject to pre- and/or post-employment drug testing/screening. The cost of any pre-employment testing will be at the candidate's expense. Candidates with a positive drug test result, or those who refuse to be tested and/or cooperate with the testing requirement, will not be hired.*
 - *In compliance with federal law, all persons hired will be required to verify identity and eligibility to work in the United States and to complete the required employment eligibility verification form upon hire.*
 - *In accordance with N.J.S.A. 52:14-7, the "New Jersey First Act", all employees must reside in the State of New Jersey, unless exempted under the law. If you do not live in New Jersey, you have one year after you begin employment to relocate your residence to New Jersey.*
 - **The New Jersey Department of Health is an Equal Opportunity Employer.**
 - *RESUME NOTE: Applicants who possess foreign degrees (degrees earned outside of the U.S.) are required to provide an evaluation indicating the U.S. equivalency prior to the closing date. Failure to do so may result in your ineligibility.*